

STOCKTON-ON-THE-FOREST PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL ON WEDNESDAY 31 JULY 2019 AT 7.30PM

Councillors Present: John Coldwell (JC) David Crossley (DC)
Russell Dowson (RDM) Rosie Dunn (RDF)
Chris Small (CS)

In Attendance: City of York Ward Cllr Paul Doughty (PD)
City of York Ward Cllr Tony Fisher (TF)
Fiona Hill (FH) – Parish Clerk

Public Present: 1

20/30 To accept apologies for absence: Ken Sawyers (KS)

20/31 To record declarations of interest in items on the agenda: None

20/32 To confirm the minutes of the Meeting held on Wednesday 26 June 2019:
These Minutes were approved and signed by the Chairperson

20/33 To discuss matters arising from previous minutes: None

20/34 To discuss long-standing matters:

1. Appearance of the parish e.g. grass cutting/litter – The strimming had been done. The junction verges, at Holby and Snowballs, have been done. Fly-posting had been removed twice by CYC, but one company repeatedly displayed notices on the flyover railings. DC had fixed notices near the hospital and litter had improved.
2. Yorkshire Marathon – NTR
3. City of York Local Plan – The consultation ended 22 Jul 19 and CYC were awaiting the inspector scheduling the hearings.
4. Barr Lane Proposed Closure – NTR
5. Strensall with Towthorpe PC Neighbourhood Plan – The consultation is underway and would end 31 Aug 19
6. City of York Council – Speed Management 16/17 Hopgrove Lane South – NTR
7. Hopgrove Lane South – Left Filter Lane – NTR
8. Fracking – NTR
9. A64 proposed improvement schemes – NTR

20/35 To discuss ordinary vacancy following the local elections (Thu02May19)
The Parish Council unanimously agreed to co-opt Roger Wood

- 20/36 To receive any matters raised by members of public:**
- PD would ask CYC to arrange for the gutters/drains to be cleaned
 - Cllrs reported the speed camera in the parish a few times
 - The V.A.S. was due to be fitted 22Jul19, but had been delayed
 - TF had invited Julia Mulligan to a public meeting, to discuss issues within Stockton-on-the-Forest, Strensall and Earswick. To date no response had been received.

20/37 To report and make relevant recommendations on new planning applications:

Letter A: We support the application

Letter B: We have no objections

Letter C: We do not object but wish to make comments or seek safeguards as set out overleaf

Letter D: We object on the planning grounds set out overleaf

1. 19/01375/FUL 103 The Village

Letter B Proposed: RDM Seconded: JC Unanimous

2. 19/01380/FUL 19/01380/TCA

Letter B Proposed: CS Seconded: RDF Unanimous

3. 19/01457/FUL The Gables, The Village

Letter C Proposed: DC Seconded: JC Unanimous

- The application should meet the approval of Highways regarding access and egress
- There should be clarification that this is a change of access and not an additional access, as the plans are unclear
- The property is in the Conservation Area

4. 19/01495/TCA 103 The Village

Letter C Proposed: DC Seconded: CS Unanimous

The Parish Council would request that the Conservation officer visits the site to make an appraisal, before any decision is made.

The parish Council will support the recommendation of the City of York Tree Officer.

The History Group has emailed the Parish Council as the understood that BT were consulting on the removal of the phone box. They had contacted BT asking to adopt the phone box, to use as an information centre, but BT would only allow a Parish Council to adopt a phone box.

The Parish Council had not received details of the consultation, but discussed at length. They unanimously agreed that due to the poor mobile signal, the phone box should be kept for emergencies. If BT insisted the phone box must be removed, then the Parish Council would consider adoption, but would consult with the whole village about its future use.

20/38 To report planning decisions by City of York Council: None

20/39 To receive reports from representatives of following outside bodies:

- a. Footpaths – NTR
- b. Foss (2008) Internal Drainage Board – No meeting
- c. North Yorkshire Police – monthly report received and emailed around Cllrs
- d. Stockton Hall Hospital – No meeting

- 20/40 To discuss the Stockton-on-the-Forest Play Area:**
- RDF had conducted the inspections last month and CS would conduct the inspections next month.
- 20/41 To report any new correspondence received by the council:**
1. Stockton on the Forest Petanque Club Grant Application
It was unanimously agreed to pay £490.00 towards their new roof
Proposed: RDM, Seconded: DC
2. Holy Trinity PCC Grant Application
It was unanimously agreed to pay £400.00 towards churchyard maintenance
Proposed: RDF, Seconded: DC
- 20/42 To receive matters raised by members:**
The Parish Council would ask the village hall committee if the code for the defibrillator door could be shown on the door, so access could be gained without delay.
- 20/43 To discuss matters raised by Parish Clerk/Responsible Financial Officer:**
1. Bookkeeping records for the year ending 31Mar19 to date
FH circulated the bank reconciliation, along with an Income & Expenditure Report
2. Financial Management - Internal Control, Property/Asset Checks, Internal/External Audit, GDPR –
The Parish Conducted internal controls and found all was in order.
3. Matters raised by/with Yorkshire Local Councils Association (YLCA) -
FH had conducted a review of the BP policies and it was attached to these minutes.
4. To approve the following invoices for payments
- | | | | | |
|-----|------------------------|-------------------------|---------|--------|
| 4.1 | Parish Clerk | Salary | £281.81 | 101231 |
| 4.2 | Came & Company | Insurance | £12.60 | 101232 |
| 4.3 | Aspects | Play Area Grass Cutting | £352.67 | 101233 |
| 4.4 | Holy Trinity PCC | Grant | £400.00 | 101234 |
| 4.5 | Stockton Petanque Club | Grant | £490.00 | 101235 |
- 20/44 To confirm the dates of the future meeting(s) on Wednesday at 7.30 p.m. in the village hall a:** 28Aug18, 25Sep19, 30Oct19, 27Nov19, 18Dec19

The Pensions Regulator - Duties Checker	
Stockton-on-the-Forest Parish Council is an employer who has to provide a pension	
Their Staging Date is 01 January 2016	
What you need to do and by when:	
1. Confirm who to contact - Done	
FH has exchanged emails with The Pensions Regulator to advise them that both the Primary Contact and the Secondary Contact is Fiona Hill	
2. Choose a pension scheme - Done	
The Parish Council have enrolled with Now Pensions Trustee Ltd, 164 Bishopgate, London, EC2M 4LX with assistance from Ardent IFA Ltd, 80 Clifton, York, YO30 6BA. Tel: 01904 655330. Email: hello@ardentuk.com	
Type of pension scheme:	Occupational
Employer pension scheme reference (EPSR):	1D81
Pension scheme registry number (PSR):	12005124
3. Work out who to put into a pension - Done	
The Parish Clerk is an Entitled Employee and the Employer is not required to automatically enrol them into the workplace pension scheme. The Employee is entitled to join the scheme, but the Employer does won't have to contribute.	
4. Write to your staff - Done	
Parish Clerk fully informed	
5. Declare your compliance - Done	
Confirmation letter received 20May16	

Stockton-on-the-Forest Parish Council

Step Two – What BP policies does the Parish Council have/need? [Adopted](#), [Needed!](#), Not Needed?

BASIC GOVERNANCE

Member's Register of Interests Log
Dispensation Request form
Member's Dispensations Log
Member's Allowance Policy
Councillor attendance register
Planning register
Co-option Policy and procedure

OPENNESS AND ACCOUNTABILITY

[Recording of Meetings Policy](#)
[FOI Policy](#)
FOI Vexatious Requests Policy
Rules for public session
Social media Policy
Media/Communications Policy
Transparency Code compliance checklist

DATA PROTECTION/GDPR

[Data/information audit](#)
[Documents management \(disposal and retention\) Policy](#)
Security Incident Policy
Security Incident recording form and log
Consent form log

FINANCIAL

[Grant awarding Policy](#)
[Grant application form](#)

EMPLOYMENT/PERSONNEL

Recruitment Policy
Appraisal procedure Policy
[Equal Opportunities Policy](#)
Expenses Policy
Working from home Policy
[Sickness and Absence Policy](#)
[Equality and Diversity Policy](#)
[Grievance and Disciplinary Policy](#)
Health and Safety Policy
Computer use Policy
Mobile phone use Policy
Bullying and Harassment/Dignity at Work Policy
Procedure for requesting annual leave
[Training and Development Policy](#)
Substance Misuse Policy
Lone worker Policy
Flexible working Policy

ENVIRONMENT

Green/open space management policy

PLAY AREAS

[Play area inspection policy](#)
[Play area inspection log](#)

BURIAL AUTHORITIES

Register and record of burials

Register of graves

Cemetery rules and charges

ALLOTMENTS

Register of allotments/plots and plot holders

Waiting list policy

Copy of Allotment rules